

STREET NAMING AND BUILDING NUMBERING REGULATIONS

1. **Uniform System and Standards for Street Naming and Building Numbering.** This document establishes a uniform system for the naming of streets and the numbering of buildings fronting all streets, avenues and public ways, in accordance with requirements set forth in, and by authority of, **Chapter 16, Article II, of the Code of Chesterfield**. All streets are to be named and all buildings are to be numbered in accordance with the provisions of the article and are to be approved by the Director of Environmental Engineering. Street names and building numbers approved by the Director of Environmental Engineering or his agent will be considered to be official street names and building numbers and will be included in the County Address System.
2. **Proposed Street Names on Plats and Plans.** The approval process for new street names will be administered during the tentative plat, or plan, review. Street names are required to be submitted for each new street, whether the street is to be dedicated to public use, a private street, or an ingress/egress easement that meets the criteria stated below. Plats or plans submitted without street names, or with generic names, such as "Street A", are to be rejected and returned to the developer/design engineer until compliance with the requirements for labeling street names is achieved. The approved street names will appear on all subsequent submissions of plats or plans for review by the County. The following streets or traveled ways require County approved street names:

- A. Federal and primary state highways.
- B. Street proposed for acceptance into the secondary state highway system - dedicated to public use.
- C. Private streets to be maintained by homeowners' association or other private firm or organization.
- D. Ingress/egress easements that serve more than one address.

A special case requiring street names may also include where an insufficient number of addresses remain on an existing street for addressing new townhouse, condominium, apartment, or retail developments; the access entrance from the street is to be named, with addresses assigned to the named entrance and traveled way.

3. **Reservation of Street Names.** Developers and engineers may receive tentative approval of street names by reserving with the Richmond Regional and/or Crater Regional Planning Districts Commissions. By reserving a proposed street name, the County has not formally approved the street name for use, but has given conditional approval, subject to formal review during the tentative plat or plan review process. The County reserves the right to overrule use of street names approved by either of these commissions.

Street name reservation must be in compliance with the most current reservation time frame from both the Richmond Regional and/or the Crater Regional Planning Districts Commissions, contingent upon which has jurisdiction. Proposed street names may be reserved for two years only. After expiration of the two year reservation, if plats or plans showing such reserved names have not been submitted to the County by the developer reserving the name, the name may be used by any other developer in the County.

4. **Duplication of Existing Street Names.** No duplication of existing street names is to occur within Chesterfield County, Richmond Regional and/or Crater Regional Planning Districts, dependent upon jurisdiction. Street names with the same name, but different street type designations will be considered duplicate street names and will not receive approval with the exception of cul-de-sacs that intersect directly with a street of the same name. To ensure that street names are not duplicated, proposed street names will be reviewed against the County Address System as the primary source for existing street names.

5. **Near Spelling Duplications, Confusing Spellings, Phonetically Similar Names.** Near duplications in spelling, confusing spellings, or names that are phonetically similar to existing names are not to be approved. Near duplications of spelling are to be identified by reviewing the County Address System. Confusing spellings include those names that are difficult to spell, obscure names, or twists on conventional spelling of familiar names. Proper names are not to be approved., except for special recognition as approved by the County Board of Supervisors, nor will the names of commercial establishments be utilized.
6. **Length of Street Names.** New street names will not contain more than sixteen (16) characters, not including the type designation. Names shall not contain hyphens, apostrophes, nor any other non-letter characters. Street names will not consist of more than two (2) words, exclusive of street type.
7. **Continuation of Street Names.** Streets continuing through an intersection will keep the same name. Exceptions may be granted if the street crosses a major arterial road. Commercial, multi-family, or townhouse developments having an entrance or access through a publicly maintained cul-de-sac are to have a separate street name for the entrance or access road in the event that it serves or is intended to serve more than one address.
 - A. Cul-de-sacs directly opposite each other, intersecting with a common street are to have different names.
 - B. Street names will not change due to a change in direction of the street, nor will a new prefix be used for those streets that meet the criteria for using compass points in the street name
8. **Use of Compass Points in Street Names.** Compass points, such as North or West, shall not be used as a part of a street name, including as a prefix or suffix except as follows:
 - A. Where streets cross the East/West or North/South zero baseline for address assignment, with no change in base name and type, to ensure that the correct portion of such streets is correctly identified. For those streets that meet the criterion for this exception, the compass point direction is to made part of the official name of that street.
 - B. Where a street is constructed in stages from two ends and does not connect, compass points may be used until the street is physically connected. At that time, any such prefixes will be removed from the official street names. This process is to be automatic and is the responsibility of the Department of Environmental Engineering.
9. **Street Type Designations.** Street type designations will be approved or assigned by the Department of Environmental Engineering. Street names submitted for review must include street type designations and must be evaluated. If meeting the criteria for street types, they will be approved. Street types appearing on tentative, final check subdivision plats, site plans, or the subdivision record plats which do not meet criteria shall be noted for change by the developer/design engineer and approvals will be withheld until such changes are implemented. The following are the criteria for street type designation assignment or approval:
 - A. Major roadways such as an interstate, multi-lane federal highway - normally four (4) or more lanes, limited access, and divided:
 - Highway
 - Pike
 - Freeway
 - Expressway
 - Throughway
 - Turnpike
 - Bypass

- B. Major roadways - multi-lane, non-limited access, usually the main arterial roadways carrying high volumes of traffic:
- Highway
 - Avenue
 - Road
 - Boulevard
 - Parkway
- C. Local Connector roads - usually two lanes
- Avenue
 - Street
 - Road
 - Drive
 - Extension
- D. Local roadway providing access to individual lots within a subdivision or commercial area:
- Lane
 - Drive
 - Way
 - Circle
 - Trail
 - Loop
 - Bend
 - Heights
 - Hill
 - Knoll
 - Ridge
 - Run
 - Crossing
- E. Local street which have only one way in and out, such as cul-de-sacs:
- Court
 - Place
 - Terrace
 - Mews
 - Common
 - Commons
 - Crescent
 - Green
 - Landing
 - Manor
 - Point
 - Pointe
 - Summit
 - Trace
 - View
 - Vista

F. Ingress/Egress to shopping malls and centers:

Square
Arcade
Center
Plaza
Station

G. Traveled way usually behind housing and not used for normal through travel:

Alley

10. Conditions Under which Street Names May Be Changed. The following are the circumstances and procedures for changing a street name:

A. Presentation of a petition to the Department of Environmental Engineering signed by all residents of the street requesting the street name be changed.

1. Petitions will specifically propose three alternative street names in order of preference.
2. The Department of Environmental Engineering will review the proposed alternatives in order of preference for acceptability and approve the first alternative which meets the requirements of the article.

B. Determination by the Department of Environmental Engineering that, for the health, safety, and welfare of the citizens on a given street, the street name requires changing.

1. Citizens will be asked to rank, in order of preference, three proposed new names, with the highest ranking name becoming the new name.

C. Determination by the Department of Environmental Engineering that a given street name is in violation of this article.

1. Citizens will be asked to rank, in order of preference, three proposed new names, with the highest ranking name becoming the new name.

The information for each name change will be presented to the Chesterfield County Board of Supervisors for action as an Agenda Item.

11. Authority to Change Street Names. The authority to change street names rests with the Chesterfield County Board of Supervisors. The Board of Supervisors may change, rename, or name any existing or newly established street at any time. Upon approval by the Board of Supervisors of a name change, the Department of Environmental Engineering will be responsible for providing notification of the change, and its effective date, to the citizens concerned and all appropriate County, State and Federal agencies.

12. Street Address Assignment. All addresses are to be assigned not later than the time of final plat as submitted for review to the Planning Department, or on the final site plan for non-subdivision development. In all cases, Department of Environmental Engineering Addressing Section shall ensure that the developer/design engineer has provided sufficient information to properly address the new subdivision or site development plan. Addresses are to be assigned only by the Department of Environmental Engineering Addressing Section. Addresses assigned by any other entity are subject to being voided or otherwise changed. Subdivision addresses will not be available or released until the property has been recorded. All assigned addresses are to entered into the automated County Address System.

Address assignment includes the assignment of unit numbers to shopping centers, apartments or condominiums, and office and warehouse developments consistent with the guidelines contained herein and as specified in the Article.

13. **Address Grid System.** Each new subdivision, parcel, commercial unit, apartment or condominium, or townhouse will be assigned an address based on the street providing access to the property. Vehicular parcel access will determine street name and address number assignment as opposed to the direction the building may be facing. Addresses will be assigned based on the County-wide grid system, which is a quadrant grid extended from the City of Richmond.

A separate number shall be assigned for every twenty-five feet (25') of street centerline. The address grid uses primary routes within Chesterfield County to indicate the zero baselines. Buildings on streets with similar names, such as cul-de-sacs with the same base name, but different type designations, will not have identical numbering sequences.

14. **Address Grid Baselines.** Streets that run north and south are to be addressed beginning with the number one (1) or two (2) at Midlothian Turnpike. Addresses for north-south streets north of this line will increase as they progress northward from Midlothian Turnpike. Addresses for north-south streets south of this line will increase as they progress southward from Midlothian Turnpike. For streets that intersect and cross Midlothian Turnpike without a base name and type designation change are to be identified with a prefix of N for north or S for south based on their relationship to Midlothian Turnpike.

Streets that run east and west are controlled by Jefferson Davis Highway. Addresses shall begin with the number 2600 west. Addresses for east-west streets west of Jefferson Davis Highway will begin with the number 2600 and increase as they progress westward. Addresses for east-west streets east of Jefferson Davis Highway will decrease from 2599 as they progress eastward. The east-west zero baseline runs north and south at the intersection of Meadowville Road and East/West Hundred Road.

Determination of north-south or east-west directional orientation will be made by the Department of Environmental Engineering.

15. **Application of Address Grid.** The primary consideration for assigning addresses on streets that diverge from the cardinal directions is the even distribution of address numbers in increments of 25 feet. Odd and even numbers are assigned as follows:

- A. Odd numbers are to be assigned to the east and south sides of streets.
- B. Even numbers are to be assigned to the north and west sides of streets.

16. **Addressing of Single Family Dwelling Lots.** Addresses for single lots within subdivisions are to be addressed, as appropriate, on the odd and even sides of the street, to include open space parcels. This information is to be entered and stored, with ancillary data, in the automated County Address System.

17. **Addressing of Townhouse Developments.** Addresses for townhouse lots are to be assigned consecutively, as appropriate, on the odd and even sides of the street. A separate street address is to be assigned for each townhouse lot, to include open space parcels. This information is to be entered and stored, with ancillary data, in the automated County Address System. No unit numbers, such as apartment numbers, are to be assigned in townhouse developments.

18. **Addressing of Vacant Parcels.** Each vacant parcel outside of a subdivision will have an address assigned using the lowest number available across the road frontage of the parcel. If, at a later date, a building permit is applied for on that parcel, the actual location of the driveway entrance will be shown the time of permit application and the building number adjusted to correspond to the location of the driveway. This information is to be entered and stored, with ancillary data, in the automated County Address System.

19. **Addressing Land Locked Parcels.** Land locked pieces of property will be addressed from the nearest road unless there is a major creek or stream between the nearest road and the property and the property lies in its entirety on the far side of the creek or stream from the road. In such cases, the next adjacent road to the property will be used to assign an address. The street address number will be derived from the appropriate address on the grid system closest to the center of the property. If, at a later date, a building permit is applied for on that land locked parcel and a proper legal right of ingress/egress has been obtained, the actual location of the ingress/egress will be shown the time of permit application and the building number adjusted to correspond to the location of the driveway. This information is to be entered and stored, with ancillary data, in the automated County Address System.
20. **Addressing Commercial, Office, and Warehouse Developments.** Assignment of addresses for shopping centers will vary depending on whether it is a strip center or mall. Commercial developments with variable retail space are to be evaluated for addressing based upon the minimum frontage and the maximum potential number of units. The requirements for addressing office and variable warehouse are the same as for strip shopping centers. Finalized assigned address information is to be entered and stored, with ancillary data, in the automated County Address System.
- A. **Strip shopping centers, variable office and warehouse spaces.** Strip shopping centers are to have an individual address for the center itself and each unit will be addressed in the manner prescribed for townhouses. Strict adherence to the 25 foot frontage dimension shall be followed. Site development plans for all strip shopping centers shall be required to include the maximum number of potential units within the center in order that allowances can be made for proper addressing. The location of the door providing primary public access is the determining factor in address assignment.
- In the event that a strip shopping center may require more street addresses than are available within the segment of street, the Department of Environmental Engineering Addressing Section may assign one street address to the strip shopping center as a whole and assign unit numbers for each of the potential units within the center. Unit numbers will run as consecutive whole numbers in the same direction as the addresses on the street. Unit numbers will begin with 101 and progress higher. The same procedures and information are to be used in assigning addresses and unit numbers to variable office and warehouse spaces.
- B. **Enclosed shopping malls.** Enclosed shopping malls are to be addressed with one street address number assigned to the street intersecting with the main entrance. Separate address numbers are not to be assigned to each entrance of enclosed shopping malls. The maximum number of retail units are to be included on the site development plans as well as the minimum retail unit frontage. Unit numbers are to be assigned using an odd and even numbers distribution on either side of the mall corridor(s). Unit numbers will begin with 1001 on the odd side and 1002 on the even side.
- In malls having multiple corridors and/or levels, each corridor is to be assigned numbers in higher hundreds divisions within a range of 1001 to 1999. Additional levels will be numbered similarly within the next highest thousands range. For example, retail spaces in one corridor may run from 1001 to 1028, retail spaces in an adjoining corridor would resume the sequence and run from 1029 to 1046, and stores on the next level up would be numbered 2001 to 2028 and 2029 to 2046, respectively.
- C. **Office Parks.** Office park address assignment will be in accordance with the established address grid system. Each building will be numbered as with townhouses (17, above) with each exterior entrance receiving a separate address.
21. **Addressing Multi-Family Dwellings and Multi-Unit Office Building Types.** These requirements include residential and office buildings of the same type construction design as apartment buildings.

Multi family housing units, such as apartments and condominiums, are to have a separate street address for to each entry providing primary access to units within the building, as defined by the development plans. Street addresses are to be assigned based on the established criteria for assignment in accordance with the grid system and using an appropriate odd and even scheme for building entrance. Finalized assigned address information is to be entered and stored, with ancillary data, in the automated County Address System.

Plans for multi-family dwellings, such as apartments and condominiums, to include conversions, and multi-unit office building types will have unit numbers assigned by the Department of Environmental Engineering Addressing Section in conjunction with the with the grid based street address. Plans submitted for review and address assignment must clearly identify the location of all entrances to each building and each unit therein and depict the physical relationships between these entrances.

Within vertical, multi-level structures, a consecutive whole unit number will be assigned for each separate unit. Numbers will be assigned from left to right as viewed from the common primary entrance. The lowest floor will begin with 101, progressing with 102, 103, 104, etc., until all units on that level have been assigned unit numbers. Unit numbers on successively higher floors are to be incremented by 100, such as 201, 202, 203, for the second level, 301, 302, 303, for the third floor and so on. The official complete street address for each unit will consist of the building number, street name, street type, and unit number in accordance with US Postal regulations.

The submitted site development plans, or condominium plats, must include a top view schematic of the buildings in their proper relationship to the street(s) providing access, as well as an elevation view or perspective diagram showing the relationship of unit entrances to the entry providing primary access from the exterior of the building(s). Final approval of plans will not be granted until the developer/design engineer has provided the Department of Environmental Engineering Addressing Section with information suitable for assigning addresses for these types of structures.

22. Street Name Signs. Every subdivider or creator of a new access to more than one building will furnish a fee, as set annually by the Chesterfield County Board of Supervisors, for the purchase and installation of street signs for every street intersection with the subdivision or new intersection created. The County will replace County installed street signs and/or posts as needed for street name changes, vandalism, accidental destruction, or normal wear and tear.

- A. All streets within Chesterfield County will be identified by a sign showing the official name of that street. This will apply to all public streets, private streets, ingress/egress easements and dedicated rights of way.
- B. Signs identifying street names will be placed at all intersections, identifying all intersecting streets.
- C. Where unnamed ingress/egress easements provide direct access to buildings and/or properties, address for such buildings and/or properties are to be identified with a sign showing the range of such addresses. The address sign is to be posted at the location where the ingress/egress easement and the street from which the buildings and/or properties are addressed intersect.
- D. Street name and address signs should be uniform throughout the County and are to conform to the standards established by the Department of Environmental Engineering.
- E. Special signposts and signage designed to conform to a particular community identity or theme may be authorized by the Director of Environmental Engineering on a case-by-case basis. Such signage must conform to County standards for size of sign, size of lettering, and reflective quality.

23. **Responsibility of Owners of New or Altered Buildings.** It is the responsibility of the owner of every new or altered building to obtain the official building number and attach the number to the premises. No building permit will be issued until the official building number has been issued and no certificate of occupancy may be issued until permanent and proper address numbers have been affixed to the structure in accordance with the article (also see 24 below). The cost of such address numbering materials will be borne by the property owner.
24. **Size, Type Material, and Location of Address Numbers for Single Family, Townhouses, and Multi-Family Dwellings.** House numbers will not less than four (4) inches in height and will be made of a durable and clearly visible material. The numbers are to be conspicuously placed on, above, or at the side of the primary access doorway or, for single family dwellings, on an adjacent mailbox so that the address number is clearly visible from the street approaches. Whenever a building is more than fifty (50) feet from the street, or when the primary access doorway is not clearly visible from the street, the number is to be placed on appropriate signage at the street end of the driveway or other street access point and will be visible from both directions of street approach. Placement of numbers on a roadside mailbox, conforming to size requirements, in such cases, will be acceptable.
25. **Size, Type Material, and Location of Address Numbers for Commercial, Office, and Warehouse Facilities.** Numbering will be placed above the exterior primary access entrance. Numbers will be not less than ten (10) inches in height and will be made of a durable and high visibility material. In the event that a strip shopping center, variable office structure, or warehouse structure has had unit numbers assigned, unit numbers will be posted in a like manner as well and will, also, be not less than ten (10) inches in height.
26. **Numbering on Signage.** Commercial properties such as, but not limited to, strip shopping centers, shopping malls, and office parks, displaying approved identifying signage will display an address number on that signage. In the case of shopping malls, the number will be the actual number of the mall's address. In the case of strip shopping centers, will be the lowest number of all numbers assigned to the facility. Numbers displayed on signage will not be less than ten (10) inches in height and may be placed above or below the signage and attached to that signage. Numbers must be clearly visible from the street.
27. **Authority for Changing Street Address Numbering.** The Director of Environmental Engineering, when he has determined a necessity based on health, safety, and welfare of the citizenry will have the authority to change the numbering of any existing or new address.

The Director of Environmental Engineering, or his agent, will determine appropriate new address numbers to supplant those to be changed. The Owners of the property will be notified by mail as to the impending change. In all cases, changes will become effective not less than 60 days subsequent to the notification letter mailing date.

The Director of Environmental Engineering, or his agent, will coordinate notification of changes with appropriate County agencies and the US Postal Service.

All other costs resultant from the change, i.e., those relating to the private and personal business of the individuals affected by the change will be borne by the owner, resident, or occupant of the property(ies) concerned.